



UNITED STATES PROBATION AND PRETRIAL SERVICES

District of Minnesota

# CAREER OPPORTUNITY

**Posting Date:** July 24, 2020

**Closing Date:** Open until filled

Preference given to those who apply by  
September 4, 2020, at 5:00 p.m.  
Central Standard Time

**Area of Consideration:** Only open  
to current judiciary employees

**Position:** Supervisory U.S. Probation Officer

**Vacancies:** Full-Time

**Location:** Minneapolis, MN or St. Paul, MN

**Classification and Salary Range:** CL-29 \$78,457 to \$127,523  
CL-30 \$92,718 to \$150,685  
(Commensurate with experience)

**Vacancy Announcement Number:** 2020-09

## THE DISTRICT

U.S. Probation and Pretrial Services in the District of Minnesota is headquartered in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis, Minnesota. There are four Minnesota field offices located in Bemidji, Duluth, Fergus Falls, and Saint Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota, which includes 87 counties.

## INTRODUCTION

This position will be located in Minneapolis or St. Paul, MN. The Supervisory U.S. Probation Officer must have the capability of managing one or a combination of the following units: Pretrial Services, Presentence, and Post-conviction Supervision. The incumbent is responsible for work assignments and quality of investigative and supervision case work, along with the smooth functioning of their respective unit. The incumbent is also responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined either in Court Services or Community Supervision units. The Supervisory U.S. Probation Officer will assist the Probation and Pretrial Services Office in its renewed efforts of creating an outcome-based learning organization that taps human potential through dialogue, accountability, innovative ideas, and personal and professional growth. The Supervisory U.S. Probation Officer reports to the Deputy Chief U.S. Probation Officer.

The incumbent is considered hazardous duty, which may require irregular work hours, to include nights, weekends, and holidays. The incumbent may also be expected to frequently travel to divisional offices.

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### REPRESENTATIVE DUTIES

- Assigns and schedules all investigative and supervision case work to the U.S. Probation Officers in the unit.
- Reviews and evaluates all work completed, including presentence investigation reports, case records, and correspondence to ensure service delivery and adherence to existing policies, procedures, and guidelines.
- Confers regularly with U.S. Probation Officers; provides direction and assistance to the U.S. Probation Officers toward improving investigative, supervising, and writing skills. Assists U.S. Probation Officers in meeting the needs of clients with complex problems and circumstances. Provides leadership in the development of sentencing alternatives, utilization of community resources, and the application of professionally sound case management principles.
- Determines the adjustment of individuals under supervision in consultation with the assigned probation officer. Assists in decision making for recommendations for early termination, extension of supervision, and revocation of supervision. Approves all recommendations to the Court or U.S. Parole Commission for the issuance of warrants or summons for revocation.
- Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences, and increasing levels of responsibility in assignments.
- Assumes responsibility for the handling of emergency situations arising with casework in the absence of U.S. Probation Officers.
- Conducts unit staff meetings to identify performance and operation issues, and to develop appropriate solutions.
- Evaluates the performance of U.S. Probation Officers in the unit on a systematic and regular basis.
- Serves as a major communication catalyst between line staff and the administration, assuring implementation of administrative directives while concurrently providing information to the Chief U.S. Probation Officer for future administrative action.
- Communicates with the Operations Supervisor for the purpose of fostering teamwork and efficiency between U.S. Probation Officers and support staff.
- Participates with the Chief U.S. Probation Officer and other administrative staff toward the development of programs and policies to increase the effectiveness of the office.
- Supervises field travel to include review and approval of all travel logs of U.S. Probation Officers in the unit.
- Performs related duties as required by the Chief U.S. Probation Officer.
- Manages and assists in the formulation, implementation, and modification of supervision programming and subsequent policies and procedures for the offender and defendant population that encourages the use of evidence-based practices (i.e., re-entry programming, workforce development, cognitive behavioral therapeutic programming, etc.) or evidence-based sentencing concepts.
- Assists senior managers with making operating decisions, including allocating resources and developing policies and strategies. Meets with the Chief U.S. Probation Officer to review budget allocations, supervision issues, investigative matters, and policy developments. Regular travel to divisional offices to assess and evaluate activities may be required.
- Monitors programs which implement change management and quality control techniques. Organizes work processes to optimize the use of time and resources, ensuring results meet expectations. Uses statistical reports to monitor the overall management of cases, U.S. Probation Officer and staff accountability, and takes appropriate action. Serves as a liaison between senior management and line staff to ensure the district's vision, mission, and guiding principles are communicated and reflected in the staff's service to the Court and Community.
- Complies with the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Demonstrates sound ethics and judgment. Handles confidential information in a careful and deliberate manner.
- May perform any or all duties of a U.S. Probation Officer, including investigating and supervising offenders and defendants.

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## MINIMUM QUALIFICATIONS

**Must be a current judiciary employee.** To qualify for the position of Supervisory U.S. Probation Officer, applicants must be a U.S. citizen and possess a bachelor's degree from an accredited college or university in a related field of study. For placement at CL 30, the selected applicant must have three years of specialized experience, including at least one year as a CL 29 Probation or Pretrial Services Officer in the U.S. Courts. For placement at a CL 29, the selected applicant must have three years of specialized experience, including at least one year as a CL 28 Probation or Pretrial Services Officer in the U.S. Courts.

## SPECIALIZED EXPERIENCE

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance or addiction treatment. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Have specialized experience that included progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain (a) skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, and (c) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Probation and Pretrial Services Office.

## PREFERRED QUALIFICATIONS (COURT PREFERRED SKILLS)

The successful applicant must have excellent writing skills and above average computer knowledge. Preference may be given to applicants who have more than three years specialized experience in any specialty area such as drug and alcohol treatment, location monitoring, sentencing guidelines, workforce development, other evidence-based practices supervision programming.

The ideal candidate may also possess the following preferred skills:

- Be skilled and knowledgeable about national initiatives impacting all disciplines within Probation & Pretrial Services.
- Have contributed to our system via participation in national workgroups or committees sponsored either by the Federal Judicial Center or the Office of Probation and Pretrial Services within the last seven years.
- Have a thorough understanding of DSS and demonstrate how he or she has used DSS reports to problem solve. Further, he or she must demonstrate how data has been used to access trends and ensure evidence-based practices within their respective discipline (i.e., Pretrial Services, Presentence, or Post-conviction).
- Knowledge of evidence-based practices (to include re-entry programming) and skilled in their application. A good understanding of program and service policies and procedures is essential to support decisions and to exercise good judgment. Must be a perennial learner with the desire to be an expert in our changing field.
- Completion or currently enrolled in the Federal Judicial Center's Foundations of Management Program; and completion of the Federal Judicial Center's Leadership Development Program.
- Be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Demonstrated leadership by showing initiative to engaging in project management and establishing programs which help to achieve an organization's mission and vision.
- Demonstrated how he or she has used technology to improve a process.
- Demonstrated the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.

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## PHYSICAL REQUIREMENTS

Officers must possess, with or without corrective lenses, good distance vision in a least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

## BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness center.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax medical and childcare reimbursement accounts.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.
- Ad hoc telework, alternative work schedules, and other workplace flexibilities.

Employees of the U.S. District Court are not classified under Civil Service.

## CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the Court.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

Prior to appointment, the selectee considered for this position will undergo a drug screening. Upon successful completion of the drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

## APPLICATION INFORMATION AND PROCESS

- Qualified candidates should submit a cover letter, which includes a concise description of the following:
  - Your leadership style;
  - Your familiarity with evidence-based practices and/or trauma informed care, to include research; and how you apply such within your respective discipline;
  - Your ongoing educational experience to prepare you for a role in management; and
  - How your experience and preparation relate to the stated duties and responsibilities. Please be sure to address any experience related to the disclosure of quality on-time presentence reports; and how you can use such to successfully motivate and hold accountable a team to generate the same.

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**APPLICATION INFORMATION AND PROCESS (CONTINUED)**

- A resume, which includes dates of employment, duties and responsibilities, and key accomplishments;
- Copies of the last two performance appraisals;
- Names and contact information of three professional references. If you are selected for an interview, references may be contacted prior to the interview. The U.S. Probation and Pretrial Services Office reserves the right to contact additional references other than those provided by the applicant.

Only the best qualified candidates will be invited for interviews. Applicants selected for an interview will be required to make a presentation, not to exceed 10 minutes. Information concerning this requirement will be distributed to those selected for an interview. Applicants must travel at their own expense.

**An application must be completed in its entirety, using our electronic online recruitment system, to be considered for this opportunity.** <https://www.mnp.uscourts.gov/career-opportunities>

All application materials received will be reviewed to identify the best qualified candidates. Only applicants selected to proceed to the next phase of the selection process will be notified. Interviews will be conducted electronically using a virtual platform (i.e., likely Zoom). Applicants selected for interviews should ensure they possess the applicable network capability to carry out a virtual interview format. All application materials must be attached to the online recruitment system as directed.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

**THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER**